



Environmental Management System Procedure

for

Establishing, Implementing and Maintaining
Environmental Programs

at the

U.S. Army Garrison (USAG) Baumholder

Revision # 1

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Environmental Management System Documentation of the U.S. Army Garrison (USAG) Baumholder

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Environmental Management System (EMS) Procedure for Establishing, Implementing and Maintaining Environmental Programs at the U.S. Army Garrison (USAG) Baumholder

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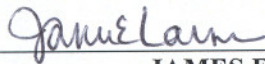
Rev. # 1

Update requirements:

This document is an EMS controlled document. It has to be kept updated in order to comply with International Organization for Standardization (ISO) 14001. This document shall be reviewed annually and revised as necessary or when changes occur. When a revised document is available, this document will be discarded and marked as obsolete in the DOC CON database. The revised document gets a new UID.

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Dominic Mutinda
DPW EMO

Approved by:
Date:


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LTC, AV
Commanding

20 Mar 06

References:

- a. Executive Order 13148, Greening the Government through Environmental Leadership.
- b. ISO 14001: 2004, Environmental Management Systems – Specification with Guidance for Use.
- c. EMS-Procedure # EMS_PBH_02 – *Determining the Significant Environmental Aspects of the Activities, Products and Services of the U.S. Army Garrison (USAG) Baumholder*
- d. EMS-Procedure # EMS_PBH_04A – *Developing Environmental Objectives and Targets for the U.S. Army Garrison (USAG) Baumholder*
- e. EMS Procedure # EMS_PBH_05 – *Defining Roles, Responsibility and Authority at the U.S. Army Garrison (USAG) Baumholder*
- f. EMS Procedure # EMS_PBH_09 – *Control of Environmentally Relevant Documents/Records of the U.S. Army Garrison (USAG) Baumholder*

1.1 PURPOSE.

The purpose of this document is to provide a standard procedure for establishing, implementing and maintaining environmental programs (EPs) for achieving the environmental objectives and targets of the U.S. Army Garrison (USAG) Baumholder.

1.2 APPLICABILITY.

This procedure applies to all members of the USAG Baumholder involved in developing programs associated with the accomplishment of the Garrison's environmental objectives and targets.

1.3 DEFINITIONS

Cross-functional Team (CFT) — A group of individuals from across the Garrison, appointed either by the Garrison Commander or senior leadership, who will coordinate the support necessary for EMS implementation and are responsible for implementing the EMS Garrison-wide.

EMS Management Representative — An individual appointed by the Garrison Commander who, irrespective of other duties, is responsible for the operation of the Garrison's EMS and chairs the Garrison's CFT.

Environmental Program (EP) — A plan for addressing and managing the Garrison's significant aspects and the associated objectives and targets.

Environmental Objective — An overall environmental goal, consistent with the environmental policy, that the Garrison sets itself to achieve, and which is quantified where practicable.

Environmental Target — A detailed performance requirement, quantified where practicable, applicable to the Garrison or parts thereof, that arises from the environmental objectives and needs to be set and met in order to achieve those objectives.

Media Manager — An individual who manages and provides overall oversight to one or more media areas listed in Appendix A of EMS Procedure # EMS_PBH_05. Media managers are **not** restricted to the Environmental Management Office.

2 PROCEDURE

2.1 General rules

Environmental programs (EPs) are used to specify how the USAG Baumholder's environmental objectives and targets shall be achieved.

In order to comply with ISO 14001 they shall:

- a) designate responsibilities for achieving objectives and targets at relevant functions and levels of the organization, and
- b) specify the means and time-frame by which these objectives and targets are to be achieved.

2.2 Establishing and implementing environmental programs

The process of setting up environmental programs is performed in a joint effort by the DPW environmental management office (EMO), the CFT, the media managers, and other experts, if their support is needed. The programs have to be approved by the EMSMR resp. Garrison Commander before implementation.

Involvement of unit commanders/organization directors in program development and implementation might be necessary in order to promote provision of resources, and to enforce implementation of the programs.

In order to reduce potential impacts of the Garrison's significant aspects, the Garrison will establish one EP per significant aspect.

Before setting up the EPs the Garrison will assign objectives and targets to the significant aspects, following EMS procedure # EMS_PBH_04A.

When developing EPs go through the following steps for each of the targets previously set, and document the results of each of these steps:

STEP 1:

Brainstorm which actions need to be performed to reach the target. Make a list of the most useful ideas and sort them by their potential for a positive effect on the target. Decide, which of these actions/tasks seem to be feasible, and shall be implemented.

An example for tasks/actions under a target could be:

*The **aspect** assessment identified that there is a water permit by the local authority that requires storm water to be monitored prior to discharge. This monitoring has never been performed.*

Amongst others the following objective and target have been set to mitigate this situation:

Objective:

Bring storm water discharge situation in compliance with applicable law and regulations.

Target:

Establish and implement a storm water discharge monitoring program by 30 June 2005.

*The CFT, EMO, responsible media manager and different experts of your Garrison come to the decision that the following **actions/tasks** seem to be most useful to reach the target.*

- a) Check the concrete requirements that are stated in the water permits concerning storm water discharge.*
- b) Check if the available measuring equipment is appropriate for the monitoring requirements. If not, fund and buy equipment.*
- c) Write and implement a SOP for storm water monitoring. Include the permit requirements, and measuring, documentation, communication, and checking rules.*
- d) Assign people responsible for storm water monitoring. Train these people on the SOP and on proper use and handling of the measuring equipment.*

STEP 2:

Set a completion date for each of the tasks and a completion date for achieving the overall target. Schedule periodic reviews of the task/target completion status. If possible, assign a budget to each task.

Assign a person in charge for each of the tasks, who shall coordinate task accomplishment, and shall start the task by getting in touch with the necessary people. The person in charge will regularly report the task completion status at EP meetings.

Document steps 1 and 2 by filling out the appropriate items in the 'EP Target Status Report Form' provided in Appendix A.

STEP 3:

Regularly review the task completion status for each of the tasks during EP meetings. If necessary, introduce additional tasks to enforce target completion. Update the 'EP Target Status Report' after EP meetings.

STEP 4:

When a task is accomplished, a task closing report needs to be prepared by the person in charge for the task. Each task closing report shall be approved during an EP meeting prior to finally closing the task.

Use the 'Task Closing Report Form' provided in Appendix B for this step.

STEP 5:

When all tasks under a target have been completed, the EMO will finally update the 'EP Target Status Report' and present this report during an EP meeting for approval.

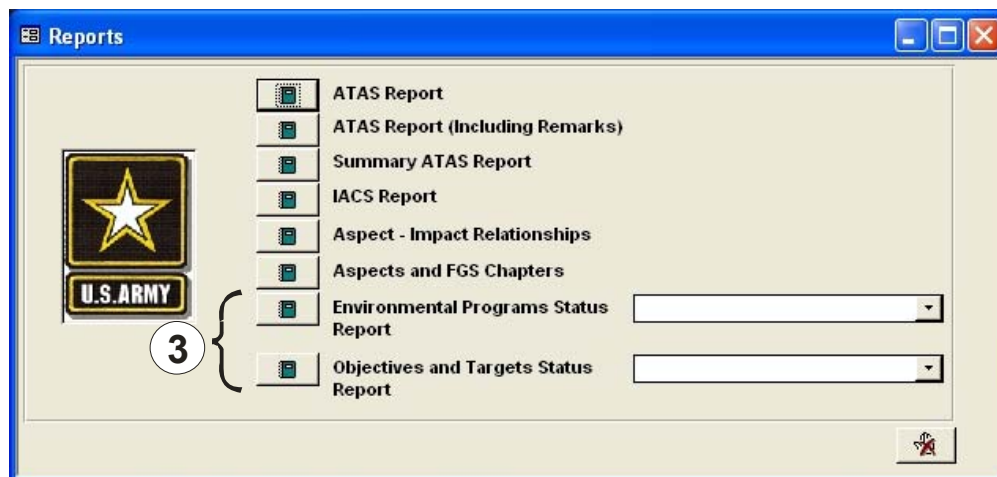
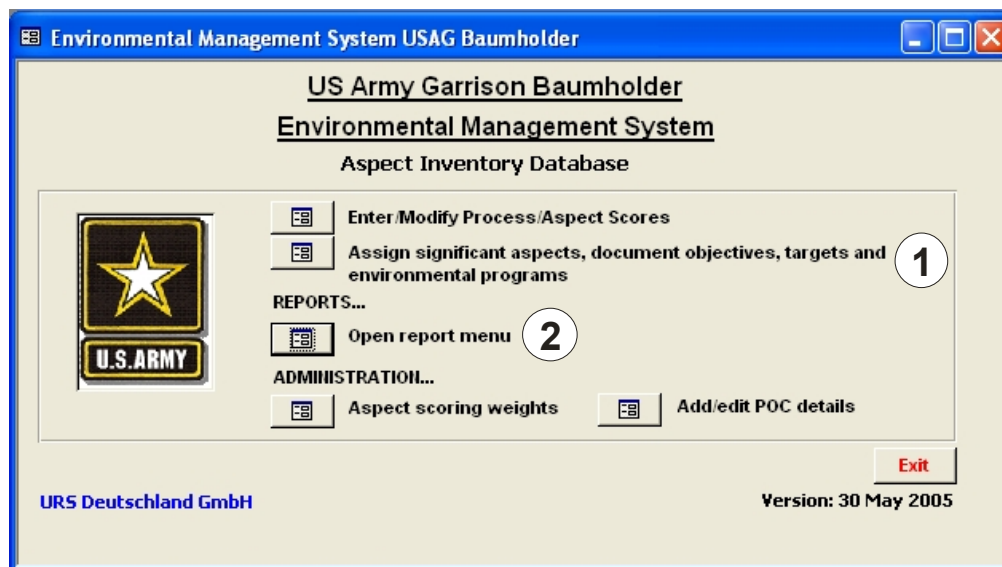
2.3 Documenting environmental programs

The EMO keeps an EP book for each of the EPs.

An EP book shall contain copies of the documents prepared under Steps 1-6 of this procedure, plus supporting information, if available.

The EP books are documents that fall under the EMS document control system and will be handled in accordance with EMS procedure EMS_PBH_09.

In addition, information on the EPs will be recorded in the aspect assessment database (see EMS procedure EMS_PBH_02) using the provided forms (①) and reports (②,③):



2.4 Communicating environmental programs



The EMO shall present the environmental programs to the Environmental Quality Control Committee (EQCC) during one of the regular EQCC meetings.

LIST OF APPENDICES

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APPENDIX A

USAG Baumholder Environmental Program Target Status Report Form

	ENVIRONMENTAL MANAGEMENT SYSTEM			
	U.S. ARMY GARRISON BAUMHOLDER			
<p align="center"> Environmental Program Target Status Report <i>(EMS Form #: EMS_FBH_04B_01)</i> </p>				
Significant aspect:				
This target status report applies for	a) objective related to significant aspect:			
	b) target related to objective:	Target status (% completed):	Tentative target completion date:	Actual target completion date
Target POC				
a) Name:		c) Phone:		
b) Organization:		d) e-mail:		



**ENVIRONMENTAL
MANAGEMENT SYSTEM**



**U.S. ARMY GARRISON
BAUMHOLDER**



**Environmental Program
Target Status Report**
(EMS Form #: EMS_FBH_04B_01)



Tasks under this target:



Task #	Task name/description:	Task status description:	Next status review:	Budget (if applicable):	Task POC:	Tentative task completion date:	Actual task completion date:
1							
2							
3							
4							

	ENVIRONMENTAL MANAGEMENT SYSTEM	
	U.S. ARMY GARRISON BAUMHOLDER	
<p align="center"> Environmental Program Target Status Report <i>(EMS Form #: EMS_FBH_04B_01)</i> </p>		
Signature of Target POC: <div style="border-bottom: 1px solid black; width: 150px; margin-left: 100px;"></div>	Date:	

APPENDIX B

USAG Baumholder Environmental Program Task Closing Report Form

	ENVIRONMENTAL MANAGEMENT SYSTEM		
	U.S. ARMY GARRISON BAUMHOLDER		
<p align="center"> Environmental Program Task Closing Report <i>(EMS Form #: EMS_FBH_04B_02)</i> </p>			
Significant aspect:			
This task closing report applies for	a) objective related to significant aspect:		
	b) target related to objective:		
c) task #	d) task name:	e) tentative task completion date:	
Task description:			
Who was involved in the task?			
Description of actions performed (Which actions? When and were performed? How long did they take?)			
Was the tentative task completion date met? YES <input type="checkbox"/> NO <input type="checkbox"/> If NO, why not?			
Were there any severe problems/ difficulties? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, which?			
Was there any feedback coming from the people affected by the actions? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, what was the feedback about?			

	ENVIRONMENTAL MANAGEMENT SYSTEM			
	U.S. ARMY GARRISON BAUMHOLDER			
<p align="center"> Environmental Program Task Closing Report <i>(EMS Form #: EMS_FBH_04B_02)</i> </p>				
<p>Are there any lessons learned? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, which?</p>				
<p>Additional remarks:</p>				
<p>Task POC information</p>				
a) Name:			c) Phone:	
b) Organization:			d) e-mail:	
Signature of task POC:			Date:	